

**LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH
ADULT JUSTICE BUREAU
TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY
STAFF ASSISTANT I**

Adult Justice Bureau is in need to fill various Staff Assistant I positions within its programs which include; Inmate Reception Center, Women's Jail Mental Health Program and Women's Community Reintegration Services and Education Center.

DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Provides oversight of the clerical support and the financial workers teams.
- Provides oversight of the clinic's building, facilities and inspections.
- Provides oversight of the timekeeping function.
- Tracks the accuracy and timely execution of various inventory reports.
- Trouble-shoots challenges that may arise in the clerical or financial daily operations.
- Assists the Management and Supervisory staff in audits, data gathering, data analysis, Medi-Cal Certification process and other special projects.

DESIRABLE QUALITIES:

- Experience in supervising.
- Ability to be flexible with evolving programs and work duties.
- Strong interpersonal skills with the ability to work and communicate effectively with clinic's staff, County employees, community agencies and consumer partners.
- Good time management skills.
- Experience with Microsoft Office.

This is restricted to individuals currently holding the title of Staff Assistant I.

Interested individuals are encouraged to fax or email their resume, their most recent two Performance Evaluations and their Master Time Card for the past 2 years by April 24, 2015, to:

**Elvia Trujillo, HR Liaison
Adult Justice Bureau
Phone: (213) 974-9083
Fax: (213) 687-8044
etrujillo@dmh.lacounty.gov**